

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**

MANPOWER STANDARD 41A0RH

1 MARCH 2005



Manpower Standard

**RAPID ENGINEERING DEPLOYMENT HEAVY OPERATING
REPAIR SQUADRON ENGINEERING (RED HORSE)
SQUADRON (RHS) SUPPLY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:

<http://www.ngbpdcc.ngb.army.mil/angseries.asp>

OPR: ANG/XPME (Maj R. Gift)

Certified by: ANGRC/CV (Lt Col S. Wassermann)

Pages: 11

Distribution: F

This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the Red Horse Squadron (RHS) Supply function which is responsible for requisition, receipt, storage, issue, and inventory of all supplies and equipment. This ANGMS provides manpower needed to support a RHS. This standard is applicable to peacetime operations only. The Air National Guard (ANG) is the authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the RHS Supply function. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) - Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 3000 Handly Avenue, McGhee Tyson ANG Base TN 37777-6283.

1. STANDARD DATA.

1.1. Approval Date: 1 March 2005.

1.2. Man-hour Data Source. The Operational Audit (historical record/technical estimate) technique was used to collect/determine man-hour data.

1.3. Man-hour Equation. $Y = 425.27 + 0.0781(X)$

1.4. Workload Factor (WLF):

1.4.1. Title. An Authorization Supported.

1.4.2. Definition. The average monthly number of military authorizations supported.

1.4.3. Source. Unit Manpower Document (UMD) (34 Command File Part B) maintained by ANG Full Time Requirements (ANG/XPMR).

1.4.4. Points of Contact:

1.4.4.1. Functional: Col Janice Stritzinger, ANG/CE

1.4.4.2. Manpower: Mr. Rick Gift, ANG/XPME/OLTN

2. APPLICATION INSTRUCTIONS:

2.1. Step 1. Man-hour Equation. Apply the man-hour equation in Paragraph 1.3., to determine required man-hours.

2.2. Step 2. Man-hour Availability Factor (MAF). Divide the resulting man-hours by the appropriate MAF times the overload factor. Fractional manpower requirements resulting from the application of this standard will be aggregated with the fractional requirements from Functional Account Codes (FACs) 1400RH, 41A0RH, and 4400RH. Aggregation will be done according to procedures in AFI 38-201.

2.3. Step 3. Upper and Lower Extrapolation Limits:

2.3.1. $Y_U = 554.71$

2.3.2. $Y_L = 326.15$

2.4. Step 4. Air Force Specialty Codes (AFSC) Requirement. Use the Manpower Table at Attachment 3 to determine required AFSC.

3. STATEMENT OF CONDITIONS. The normal hours of operation for this function are 80 hours per two-week period. Units work numerous schedules, from the normal 40 hours per week to alternate work schedules ranging from four ten-hour days per week to eight nine-hour days and one eight-hour day per two-week period. There are no other standard of living constraints that impact the daily operation of this work center.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 38-201, *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Processes*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools.*

Abbreviations and Acronyms

ACC - Air Combat Command

AF - Air Force

AFI - Air Force Instruction

AFMAN - Air Force Manual

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

BAM - Basic Access Module

CE - Civil Engineering

COMSEC - Communications Security

CWDE - Chemical Warfare Defense Equipment

DIFM - Due-In From Maintenance

DRMO - Defense Reutilization and Marketing Office

EOQ - Economic Order Quantity

FAC - Functional Account Codes

IMPAC - International Merchant Purchase Authorization Card

MAF - Man-hour Availability Factor

MEP - Management Engineering Program

RED HORSE - Rapid Engineering Deployment Heavy Operating Repair Squadron Engineering

RHS - RED HORSE Squadron

RSP - Readiness Spares Package

SBSS - Standard Base Supply System

TO - Technical Order

UMD - Unit Manpower Document

UTA - Unit Training Assembly

UTC - Unit Type Code

WCDO - War Consumables Distribution Objective

WRM - War Readiness Material

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center. Also, includes approved variances. See AFI 38-201.

Man-hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or a similar combination of people working at a normal pace for a period to time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Process Oriented Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

**PROCESS ORIENTED DESCRIPTION
RHS SUPPLY**

Table A2.1. Listing of Functional Processes.

TASK NO.	PROCESS
1.	MATERIEL RECEIPT.
1.1.	RECEIVES GENERAL PURPOSE STOCK.
1.2.	RECEIVES LOCAL PURCHASE/WARRANTY/GUARANTY MATERIEL.
1.3.	RECEIVES SENSITIVE/PILFERABLE/WEAPONS/COMMUNICATIONS SECURITY (COMSEC)/CLASSIFIED MATERIEL.
1.4.	RECEIVES HAZARDOUS MATERIAL.
1.5.	RECEIVES SHELF LIFE MATERIAL.
1.6.	RECEIVES TURN-IN.
1.6.1.	RECEIVES SUPPLIES.
1.6.1.1.	RECEIVES ECONOMIC ORDER QUANTITY (EOQ).
1.6.1.2.	RECEIVES DUE-IN FROM MAINTENANCE (DIFM).
1.6.1.2.1.	RECEIVES DIFM.
1.6.1.2.2.	RECEIVES DIFM COMMUNICATION SECURITY (COMSEC) MATERIEL.
1.6.2.	RECEIVES EQUIPMENT TURN-IN.
2.	MATERIEL STORAGE.
2.1.	MOVES MATERIEL FROM ANY RECEIVING/TURN-IN LINE OR POINT TO WAREHOUSE/INSPECTION/DELIVERY STAGING AREA.
2.1.1.	MOVES GENERAL PURPOSE STOCK.
2.1.2.	MOVES HAZARDOUS MATERIEL.
2.1.3.	MOVES SENSITIVE/PILFERABLE/WEAPONS/COMSEC/CLASSIFIED MATERIEL.
2.2.	MOVES MATERIEL FROM STAGING AREA TO STORAGE LOCATION.
2.2.1.	STORES GENERAL PURPOSE STOCK/CHEMICAL WARFARE DEFENSE EQUIPMENT (CWDE).
2.2.2.	STORES HAZARDOUS MATERIEL.
2.2.3.	STORES PILFERABLE/WEAPONS MATERIEL.

2.3.	MAINTAINS MATERIEL IN STORAGE.
2.3.1.	PERFORMS WAREHOUSE WALK-THROUGH INSPECTION. OBTAINS PERSONAL PROTECTION EQUIPMENT/MATERIAL HANDLING EQUIPMENT .
2.3.2.	PERFORMS REWAREHOUSING ACTION.
2.3.3.	PERFORMS MAINTENANCE ON MATERIEL IN STORAGE.
2.3.3.1.	MAINTAINS HAZARDOUS MATERIEL IN STORAGE.
2.3.3.2.	MAINTAINS PILFERABLE MATERIEL IN STORAGE.
2.3.3.3.	MAINTAINS UNSERVICEABLE MATERIEL IN STORAGE.
2.3.3.4.	MAINTAINS SHELF LIFE MATERIEL IN STORAGE.
2.3.4.	VERIFIES TRANSACTION PROCESSING.
2.3.5.	PERFORMS ORGANIZATION REFUSAL RESEARCH.
2.4.	OPERATES WEAPON/CLASSIFIED VAULT.
2.5.	MAINTAINS HAZARDOUS STORE ROOM EQUIPMENT.
3.	MATERIEL REQUEST.
3.1.	PROCESSES MATERIAL SHIPMENT REQUEST.
3.1.1.	PROCESSES SHIPMENT REQUEST OF GENERAL SUPPLY MATERIEL.
3.1.2.	PROCESSES SHIPMENT REQUEST OF EQUIPMENT FROM IN-USE DETAIL.
3.1.3.	PROCESSES SHIPMENT REQUEST FOR COMSEC/WEAPON.
3.2.	PROCESSES MATERIAL ISSUE REQUEST.
3.2.1.	PROCESSES ISSUE REQUEST OF GENERAL SUPPLY MATERIEL.
3.2.2.	PROCESSES ISSUE REQUEST OF EQUIPMENT.
3.2.3.	PROCESSES ISSUE REQUEST FOR HAZARDOUS MATERIEL.
3.2.4.	PROCESSES ISSUE REQUEST FOR INDIVIDUAL EQUIPMENT MATERIEL.
4.	MATERIEL TRANSPORTATION.
4.1.	PROCESSES PAPERWORK AND TRANSPORTS TURN-IN TO DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO)
4.2.	TRAVELS TO HOST BASE FOR SUPPLY AND EQUIPMENT PICKUP.
4.3.	TRAVELS FOR MUNITIONS PICK UP.
5.	STOCK CONTROL OPERATION.
5.1.	ESTABLISHES MATERIEL REQUIREMENT.

5.1.1.	PROCESSES REQUISITION.
5.1.2.	PROCESSES LOCAL PURCHASE REQUEST.
5.1.3.	PREPARES DRMO WITHDRAWAL TRANSACTION.
5.2.	MAINTAINS MATERIEL REQUIREMENT.
6.	DATA MANAGEMENT.
6.1.	MAINTAINS STANDARD BASE SUPPLY SYSTEM (SBSS) RECORD (ITEM, DETAIL, SUPPORT, OTHER).
6.2.	MAINTAINS TECHNICAL ORDER USED TO RESEARCH/VALIDATE CUSTOMER REQUEST (NONSUPPLY TECHNICAL ORDER (T.O.)).
6.3.	MANAGES REJECT PROGRAM.
6.4.	MAINTAINS CUSTODIAL/ORGANIZATIONAL FOLDER.
7.	QUALITY ASSURANCE AND QUALITY CONTROL.
7.1.	CONDUCTS INVENTORY.
7.2.	PERFORMS SURVEILLANCE INSPECTION (WAREHOUSE/INTERNAL).
7.3.	MAINTAINS DOCUMENT ACCOUNTABILITY.
7.4.	MAINTAINS DATABASE INTEGRITY.
7.5.	VALIDATES HAZMAT REQUEST ASSET STORED BY CUSTOMER.
8.	GUIDANCE DEVELOPMENT.
8.1.	PUBLISHES GUIDANCE FOR EXTERNAL CUSTOMER.
8.1.1.	PUBLISHES SUPPLEMENT FOR EXTERNAL CUSTOMER.
8.1.2.	PUBLISHES INTERIM LETTER CHANGE FOR EXTERNAL CUSTOMER.
8.2.	COORDINATES PLANNING DOCUMENT FOR EXTERNAL CUSTOMER.
9.	INFORMATION SYSTEMS MANAGEMENT. Maintains AF supplied software.
10.	WAR READINESS AND MOBILITY.
10.1.	BUILDS MOBILITY BAG/WEAPON SUPPORT KIT/GAS MASK SUPPORT KIT.
10.1.1.	BUILDS MOBILITY "A" BAG.
10.1.2.	BUILDS MOBILITY "B" BAG.
10.1.3.	BUILDS MOBILITY "C" BAG.
10.1.4.	BUILDS MOBILITY "A1" BAG.
10.2.	MAINTAINS MOBILITY BAG/WEAPON SUPPORT KIT/GAS MASK SUPPORT KIT.

10.2.1.	MAINTAINS GENERAL SUPPLY ITEM.
10.2.2.	MAINTAINS SHELF LIFE ITEM.
10.2.3.	CLEANS AND REPAIRS ITEM.
10.3.	RETURNS MOBILITY BAG/WEAPON SUPPORT KIT/GAS MASK SUPPORT KIT.
10.4.	MANAGES WAR READINESS ASSET.
10.4.1.	MAINTAINS READINESS SPARES PACKAGE (RSP) AUTHORIZATION.
10.4.2.	MAINTAINS WAR READINESS MATERIAL (WRM) PALLET AND NET AUTHORIZATION.
10.5.	DEPLOYS/TRANSFERS MATERIEL.
10.5.1.	DEPLOYS/TRANSFERS EQUIPMENT.
10.5.2.	DEPLOYS/TRANSFERS WEAPON.
10.5.3.	DEPLOYS/TRANSFERS RSP/ WAR CONSUMABLES DISTRIBUTION OBJECTIVE (WCDO) (INCLUDES RECONSTITUTION).
10.6.	RETURNS MATERIEL FROM DEPLOYMENT.
10.6.1.	RETURNS EQUIPMENT (INCLUDES COMSEC).
10.6.2.	RETURNS WEAPON.
10.6.3.	REDEPLOYS/RETURNS RSP/WCDO.
10.7.	CLEANS WEAPON.
10.8.	MANAGES MUNITIONS.
10.9.	MANAGES UNIT LODGING TENT.
10.9.1.	MAINTAINS/STORES LODGING TENT.
10.9.2.	DEPLOYS/TRANSFERS LODGING TENT.
10.9.3.	RETURNS LODGING TENT.
10.10.	MAINTAINS UNIT TYPE CODE (UTC) FOLDER.
10.11.	ENSURES PERSONNEL/MATERIAL READINESS.
10.11.1.	COORDINATES DEPLOYMENT TASKING.
10.11.2.	UPDATES CARGO DATA.
10.12.	DEPLOYMENT PREPARATION.
10.12.1.	INVENTORIES SUPPLY AND EQUIPMENT FOR DEPLOYMENT.
10.12.2.	PROCURES EQUIPMENT SHORTFALL.

10.12.3	INSPECTS EQUIPMENT FOR SERVICEABILITY.
10.12.4	PERFORMS UNSCHEDULED MAINTENANCE.
10.12.5	INSPECTS SHIPPING CONTAINER, PALLET AND NET FOR DAMAGE.
10.12.6	REPLACES SHIPPING CONTAINER, PALLET AND NET FOR DAMAGE COORDINATED THROUGH HOST BASE AND TENANT UNIT.
10.12.7	PLACES EQUIPMENT IN SUITABLE SHIPPING CONTAINER.
10.12.8	PLACES HAZARDOUS CARGO IN PROPER LOCATION FOR LOADMASTER.
10.12.9	COMPLETES HAZARDOUS DECLARATION.
10.12.10	COMPLETES LOADING AND PACKING LIST.
11.	FUNDS MANAGEMENT.
11.1.	DEVELOPS FINANCIAL PLAN.
11.2.	MONITORS EXECUTION OF BUDGET.
11.3.	SUBMITS UNFUNDED REQUIREMENT.
11.4.	MANAGES INTERNATIONAL MERCHANT PURCHASE AUTHORIZATION CARD (IMPAC) PROGRAM.
12.	READINESS REPORTING. Provides inputs into readiness reporting and training reports.
13	MUNITIONS ACCOUNT.
13.1.	MANAGES THE TRAINING MUNITIONS ACCOUNT.
13.2.	ENSURES SUFFICIENT MUNITIONS ARE AVAILABLE FOR SECURITY DEFENSE CLASS AND FIELD TRAINING EXERCISE.
13.3.	COMPLETES FIVE-YEAR FORECAST.
13.4.	TRACKS STOCK ON HAND.
13.5.	COMPLETES MUNITIONS REPORT AND FORWARDS TO AIR COMBAT COMMAND (ACC).
13.6.	PERFORMS QUARTERLY REVIEW.
13.7.	PERFORMS ANNUAL REVIEW.
13.8.	TRANSPORTS MUNITIONS.
14.	UNIT TRAINING ASSEMBLY (UTA) PREPARATION.

15.	INDIRECT: Indirect Work Involves Those Tasks That Are Not Readily Identifiable With The Work Center's Specific Product Or Service. The Major Categories Of Standard Indirect Work Are Supervision, Administration, Meetings, Supply, Equipment Maintenance And Cleanup.
-----	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Attachment 3

MANPOWER TABLE

Table A3.1. Standard Manpower Table.

STANDARD MANPOWER TABLE					
WORKCENTER/FAC	APPLICABILITY MANHOUR RANGE				
RHS Supply/FAC 41A0RH	326.15 - 554.71				
Air Force Specialty Title	AFSC	Manpower Requirement			
Supply/Craftsman	2S0X1	2	2	4	
Total		2	3	4	